

Twinsburg Public Library
Board of Trustees Meeting
November 20, 2024, 6:00pm



Present: President Mark Durbin, Vice President Suzanne Hawthorne-Clay, Secretary Matt Cellura, Walter Hoffmann, Mary Johnson, Sam Taylor, and Holly Toth

Absent: None

Also Present: Director Laura Leonard, Fiscal Officer Kile Byington, and Administrative Assistant Jill Liepins

Call to Order: President Mark Durbin called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Mary Johnson moved to approve the October 16, 2024, regular meeting minutes. Matt Cellura seconded the motion. The motion was approved.

President's Report: Enjoyed the evening at the Foundation Experience event.

Fiscal Officer Kile Byington Reported:

- PLF for November was 1% above estimate.
- Presented and discussed the 2025 revenue budget and temporary appropriations.
- Presented and discussed the 2025 employee benefits choices from LFG (formerly SEBO). Medical Mutual plans are at a 6% increase over 2024. Recommend that the Library move to Guardian Dental and VSP vision through Guardian. There is a motion for the board to approve the employer paid portion of medical, dental, and vision plans.

October 2024 Fund Balances

General Fund	1,520,414.90
Friends Fund	19,320.97
Building and Repair Fund	825,394.79
Technology Fund	82,995.78
Total All Funds	<u>2,448,126.44</u>

Sam Taylor moved to approve the October 2024 Financial Report. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Director, Laura Leonard Reported:

- The ALIS Renovation Project Bid announcement went out on November 19, 2024 in the Akron Beacon Journal.
- Met with three companies to discuss help with the pre-demo/renovation work to keep us ahead of the project.
- The Library is evaluating a new vendor for our HVAC needs. Wadsworth has slowly declined in providing the service that we need.
- Mark Brownfield from Marsam MetalFab came to look at the outside book drops by the drive up window. He was able to create two metal covers that slide over the drop and can be locked. This will help when we are closed for holidays as the drops are usually overly full during that time. Circulation staff used to come in on holidays to empty the book bins to try and avoid this overflow. Marsam MetalFab kindly donated these to the Library.
- Kristine Gordon started as a Circulation Clerk on November 19th. She is taking the place of Dara Gilger.
- A person donating to the Foundation has asked for specific projects to donate to. I have let the Foundation know items that may be better supported by them than general fund dollars.
- The Little Green Button is not working in the adult areas due to firewall issues. The devices will be used in the Youth Services wing. Kevin and Jimmy are looking for alternative solutions.

- On November 5, 2024, bed bugs were reported in a specific collection in the Fiction area. Absolute Pest Control sprayed and installed bed bug detectors.
- Asked the police department for advice as there are concerns about a patron experiencing domestic physical and verbal abuse. We have been advised that the patron would need to self report and the police could do a welfare check.

Committee Reports:

Building and Grounds: None

Personnel: Will convene Executive Session at end of meeting.

Finance: Sam Taylor reported: The Finance Committee recommends the board pass the 2025 Temporary Appropriations for all funds.

Friends of the Library: None

Library Foundation: Suzanne Hawthorne-Clay reported: The Foundation Experience event was the most successfully attended event yet. Still waiting on final numbers. Continue to receive donations for the Legacy Tree. A non-event event will be in February. The Foundation will be celebrating their 25th anniversary throughout the year. There will also be a smaller version of the mini golf event in September. It will not be an event but rather a 9 hole, just for fun course set up in the Library. The full mini golf event is expected to be back in 2026.

Unfinished Business: Three candidates for the open board seat will be interviewing on November 23rd, and one on November 25th. Discussed the new logo and made a recommendation to Director to proceed with her decision on the new logo.

New Business: The nominating committee consists of Sam Taylor and Walter Hoffmann. The 2025 slate will be announced at the January organizational meeting.

CONSENT AGENDA:

Matt Cellura made a motion to remove consent agenda item 2024-25 completely and remove consent agenda items 2024-28 and 2024-32 to be individually discussed and voted on. Sam Taylor seconded. Motion was approved.

Matt Cellura made a motion to add consent agenda item 2024.34-to allow Director to apply to be an affiliate member of the Ohio Schools Council at a cost not to exceed \$500. Mary Johnson seconded. Motion was approved.

- 2024-24** Approve the 2025 Temporary Appropriations for All Funds.
- 2024-26** Resolution authorizing advances of local taxes in 2025.
- 2024-27** Accept the health insurance coverage from Medical Mutual for the coverage period of January 1, 2025 to December 31, 2025 at an overall 6% increase.
- 2024.29** Accept Guardian Dental at \$27.00 monthly for individuals and \$86.00 monthly for family.
- 2024.30** Accept Guardian VSP Vision at \$8.80 for employee, \$16.00 for employee and spouse, \$16.80 for employee and children, or \$22.00 for employee and family.
- 2024.31** Approve 2025 employer portion of Guardian plans at 50% of individual plan.
- 2024.33** Approve \$500 for the Staff Holiday Party.
- 2024.34** Allow Director to apply to be an affiliate member of the Ohio Schools Council at a cost not to exceed \$500.

Matt Cellura moved. Walter Hoffmann seconded. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

2024-28 Mary Johnson moved to approve the 2025 employer portion of Medical Mutual health benefits at 90% of individual premium or 75% of premium for employee and spouse, employee and dependents, employee and family. Spouse and family plans are contingent on the spouse not being offered medical benefits at their current employer. Sam Taylor seconded. A roll call vote was taken and passed.

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

2024-32 Sam Taylor made a motion to set the average percentage for staff salary increases not to exceed 4% for 2025 to be distributed at the discretion of the Director. Matt Cellura seconded. A roll call vote was taken and passed.

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Mary Johnson moved to convene an Executive Session to discuss the appointment of a public official and the evaluations of the Director and Fiscal Officer for consideration of continued employment and compensation at 7:26 pm. Suzanne Hawthorne-Clay seconded. A roll call vote was taken and passed.

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Matt Cellura moved to come out of Executive Session at 8:03 pm. Suzanne Hawthorne-Clay seconded. A roll call vote was taken and passed.

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Matt Cellura moved to reconvene the regular meeting at 8:04 pm. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Sam Taylor moved to rehire Laura Leonard as Director and Kile Byington as Fiscal Officer for 2025 and to set their salaries at a 4% increase for each over their 2024 salaries. Walter Hoffmann seconded. A roll call vote was taken and passed.

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Mary Johnson moved to adjourn at 8:11 p.m. Holly Toth seconded. The motion was approved.

President

Secretary